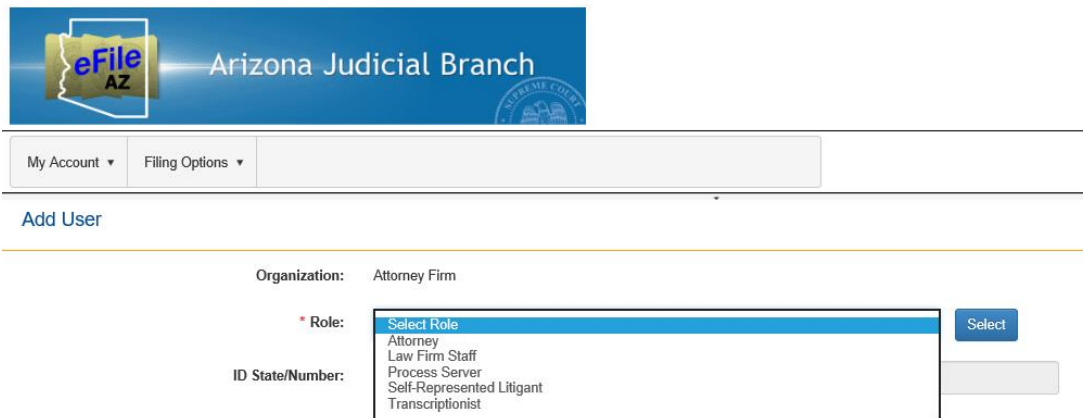# How to Add Members to an Organization

1. Access the eFileAZ website (www.efile.azcourts.gov) and log in as an administrator. Select *Manage Users* from the 'My Account' tab.



2. Select *Add User*.

3. Select the user's role from the drop-down and enter user's information.
   - For non-attorney staff, select 'Law Firm Staff'.



4. Complete the user information. Select *Add*.
   - If the user being added can act as a firm administrator for the account, select the '*Can act as administrator*' box.

5. The new user will receive an email from noreplydevqa@courts.az.gov. Select the hyperlink in the body of the email to activate the account.

Dear ▮▮▮▮▮▮▮▮ :

This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at mailto:pasupport@courts.az.gov

Information provided at the time of registration for electronic filing with Arizona Judicial Branch Statewide eFiling System is verified and your account is ready for activation. To Activate your account click on activation link below

https://efiletest.azcourts.gov/Security/views/ActivateRequireInfo.aspx?activationid=766844b6-2ec7-44e8-9423-df9d67a2e76e

Your Account Details are as follows:

| | |
|---|---|
| Name: | Jessica Random |
| User Name: | JacPor21 |
| ERN: | 656 |
| Temporary Password: | eportal |
| Role: | Process Server |
| Email Address: | ▮▮▮▮▮ |
| Phone #: | |

6. The new user will be redirected to the Account Activation screen. The user will enter the temporary password provided in the email above, create a new password and security question/answer. The new user can also update the user information. Click *Activate* when complete.

## Account Activation

| | |
|---|---|
| * Current Password: | •••••• |
| * New Password: | ••••••• |

Password must be between 6 and 16 characters, with at least 1 number

| | |
|---|---|
| * Re-enter Password: | ••••••• |
| * Security Question: | Mothers Maiden Name |
| * Security Answer: | |

| | * First: | Middle: |
|---|---|---|
| Name: | Jessica | Middle Name |

| | |
|---|---|
| * Primary Email: | |
| Alternate Email1/Email2: | Alternate Email1 |
| * Address 1/2: | 1501 W. Washington |
| * Country/City: | UNITED STATES | Phoenix |
| * State/ Zip Code: | Arizona | 85007 |
| Phone # (Format ###-###-####): | Phone Number Format ###-###-#### | Extension: |

Activate

**For additional training information, please visit https://www.azcourts.gov/efilinginformation/Training**